

7.4 Minor Reorganization Requests. From time to time agencies require minor internal organizational changes to reflect program shifts or to accommodate internal management policy. Changing the title of an entity involves basically the same administrative procedures as a reorganization. These minor requests usually involve changing the title of a particular entity to more accurately reflect its function and role in the agency. For example, changing the title of a section from "Procedures Section" to "Quarterly Audits Section" may show that the specific role of this section is to now conduct quarterly audits. [These minor changes must be accomplished through Administrative Orders also.](#)

For title changes involving the top three levels of structure - cabinet, department/office or division, an Executive Order process is required.